

LAST REVISED DATE: 05/01/2017

General Information

| Task | Process Information |
|--|--|
| Creating a PO (Purchase Order) Receipt Voucher | <p>A voucher that is entered with PO Receipt information (i.e., voucher entry for PO goods/services received in GEARS).</p> <p>NOTE: It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.</p> |

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/forms.html>

Review Vendors

Search Criteria

*SetID: SHARE

Equal to

Equal to

Vendor Status

Name

Withholding Name

Vendor ID

Short Name

Classification

Type

Persistence

Address

City

Country

State

Postal

Bank Account #

Max Rows: 300

Search

Clear

Add Supplier

Search Results

| Actions | Vendor ID | Short Name | FEIN Number | Mail Code | Name 1 | Address | Address Line 2 | City | State | Postal Code | Effective Status |
|-----------|------------|---------------|-------------|-----------|--------------------------------|--------------|----------------|-------------|-------|-------------|------------------|
| ▼ Actions | 0000009385 | HEABUNDAN-001 | 202603133 | 000 | THE ABUNDANCE CATERING COMPANY | 9 VERNON AVE | | GLEN BURNIE | MD | 21061-0000 | Active |

















GEARS Navigation

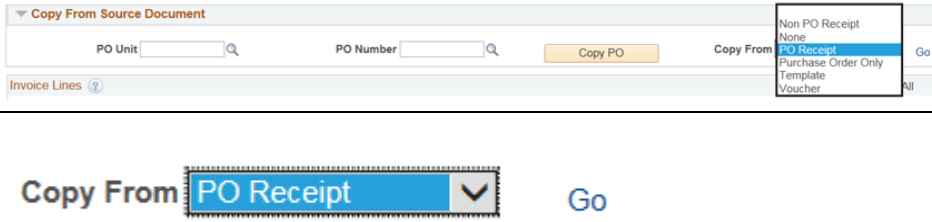



Accounts Payable > Vouchers >
Add/Update > Regular Entry

Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

| STEP | ACTION | DETAILS |
|------|--|--|
| 1. | Select the "Add a New Value" Tab | <p>Voucher</p> <p><input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/></p> |
| 2. | Click the  button. | |
| 3. | <p>On the Invoice Information tab - enter the following information:</p> <ul style="list-style-type: none"> Invoice Number – Enter this just as it appears on the vendor invoice. Invoice Date – Enter this just as it appears on the vendor invoice. Accounting Date – Using the format of <u>mmddyyyy</u> enter the current date (today). | <p>Business Unit MDJUD Invoice No <input type="text"/></p> <p>Voucher ID NEXT Accounting Date 02/28/2017 </p> <p>Voucher Style Regular Voucher Pay Terms NET00  Due Now</p> <p>Invoice Date <input type="text"/> </p> <p>Invoice Received <input type="text"/> </p> <p>Basis Date Type Acct Date</p> |
| 4. | On the Invoice Information tab – Click on the  next to Copy From Source Document to open the PO Copy area. | <p>Invoice Information AOC MD Payment Payments Voucher Attributes</p> <p>Business Unit MDJUD Invoice No <input type="text"/></p> <p>Voucher ID NEXT Accounting Date 04/10/2017 </p> <p>Voucher Style Regular Voucher Pay Terms NET00  Due Now</p> <p>Invoice Date <input type="text"/> </p> <p>Basis Date Type Acct Date</p> <p>Vendor ID <input type="text"/> </p> <p>ShortName <input type="text"/> </p> <p>Location <input type="text"/></p> <p>*Address <input type="text"/></p> <p>Control Group <input type="text"/> </p> <p><input type="checkbox"/> Accrual Voucher</p> <p>Save <input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/></p> <p> Copy From Source Document</p> <p>Invoice Total</p> <p>Line Total 0.00</p> <p>*Currency USD </p> <p>Miscellaneous <input type="text"/> </p> <p>Freight <input type="text"/> </p> <p>Total 0.00</p> <p>Difference 0.00</p> <p>Session Defaults Comments (0) Attachments (0)</p> |

| | | |
|----|--|---|
| 5. | On the Invoice Information tab – Copy From Source Document. | <p>Select “PO Receipt” from the “Copy From:” dropdown list and then click the Go hyperlink to the right.</p>  |
| 6. | On the screen Copy Worksheet | <p>Receipt Unit <input type="text" value="MDJUD"/> </p> <p>Receipt Number From <input type="text"/> </p> <hr/> <p> You can search for the receipt’s business unit and number by selecting the magnifying glass.</p> <p>NOTE: It is recommended that you create only <u>one</u> voucher for each receipt. If you believe an exception is necessary, please call the Help Desk.</p> |
| 7. | Click the Search button. | |
| 8. | On the Select Receiver Lines , Main Information tab | Select the checkbox <input checked="" type="checkbox"/> for the retrieved receipt. |
| 9. | Click the Copy Selected Lines button. | |

10.

On the

Invoice Information

tab – enter the following information.

- **NOTE:** The Invoice and Distribution line information have carried over from the PO Receipt.
- **Attachments** – Be sure to attach a copy of your invoice.

Invoice Information | AOC MD Payment | Payments | Voucher Attributes

Business Unit MDJUD Invoice No []
 Voucher ID NEXT Accounting Date 04/10/2017
 Voucher Style Regular Voucher Pay Terms NET00 Due Now
 Invoice Date [] Basis Date Type Acct Date

Vendor ID [] ShortName [] Location [] *Address []

Invoice Total
 Line Total 252.00
 *Currency USD
 Miscellaneous
 Freight
 Total 252.00
 Difference 0.00

Session Defaults
 Comments (0)
 Attachments (0)

Save Action [] Run Calculate Print

Copy From Source Document
 PO Unit [] PO Number [] Copy PO Copy From [None] Go

Invoice Lines
 Line 1
 *Distribute by Amount
 Item
 Quantity 1.0000
 UOM AMT
 Unit Price 252.00000
 Line Amount 252.00
 Calculate

SpeedChart []
 Ship To AOC-ADMN
 Description MD Judiciary Shredding Service
 Contract Info K16-0049-40(2)(01)5


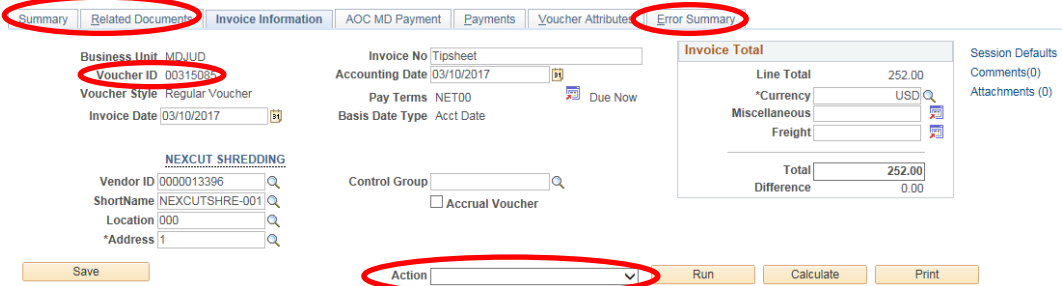

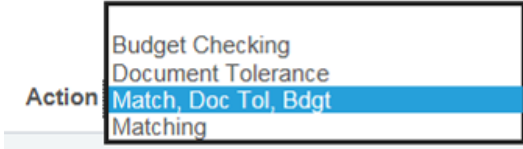

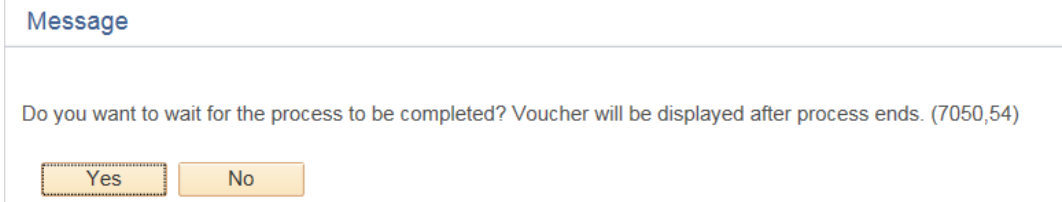

Purchase Order
 MDJUD(00000584131)1
 Associate Receiver(s)
 Amount Only
 Adjust PO Percentage
 Allocate by Percentage

Distribution Lines
 Personalize | Find | View All | First | 1 of 1 | Last

| GL Chart | Exchange Rate | Statistics | Assets | Copy Down | Line | PO Percent | Percent | Merchandise Amt | Quantity | *GL Unit | Batch Agg | PCA | Fund | Account | Program | Approp Number | Approp Yr | Dept |
|----------|---------------|------------|--------|-----------|------|------------|----------|-----------------|----------|----------|-----------|-------|------|---------|---------|---------------|-----------|------|
| | | | | | 1 | 100.0000 | 100.0000 | 252.00 | 1.0000 | MDJUD | C25 | 60051 | 0001 | 0827 | B006 | A0006 | AY2017 | |

11.

Save the voucher by clicking the **Save** button.

| | | |
|------------|---|---|
| 12. |  Confirm your voucher is saved. | <ol style="list-style-type: none"> 1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box.  |
| 13. |  Run your actions. | <p>Select the "Match, DocTol, Bdgt" action,</p>  <p>and then click .</p> <p>NOTE: If you have already run the "Match, Doc Tol, Bdgt" Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput.</p> <p>For example, you run the "Match, Doc Tol, Bdgt" action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the "Budget Checking" action.</p> |
| 14. | Choose whether you want to wait for the process to finish. |  |
| 15. | Click  to submit voucher for approval. NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab. | |


End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.